



## DEPARTMENT OF FINANCE &amp; ADMINISTRATION

## Office of Personnel Management

## Terminate Secondary Concurrent Employment

Business Area	Personnel Area	<b>PA 40</b> <input type="checkbox"/> Terminate Concurrent Employment	Effective Date
Employee Name (Last, First, Middle)			Personnel Number

**Create Actions (IT 0000)**

Reason for Action	Position Number	Position Description
Employee Group	Employee Subgroup	

**Organization Assignment (IT 0001)**

Percentage	Personnel Administrator's Name	Payroll Administrator's Name
	Time Administrator's Name	Benefits Administrator's Name
Contract (Benefits)		

**Employee Primary Business Address (IT006)**

Address Line 1		Business Phone	Business Cell Phone
Address Line 2		Business Fax	Business Cell Phone
City	State	ZIP	Business E-mail

**Planned Working Time (IT0007)**

Employee %	Work Schedule Rule	Time Management Status	Working Week	<input type="checkbox"/> Part-time Employee
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**Basic Pay (IT0008)**

Reason Code	Reason Name	Hourly Rate \$	Annual Salary \$	Wage Type
Reason Code		Work Tax Area	Work Allocation %	

**Authorization**

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority	Date MM/DD/YY
	Approving Authority	Date MM/DD/YY